

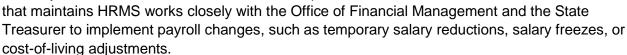
# **Human Resource Management System**

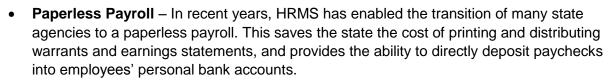
Managing payroll, generating data for state agencies

The Human Resource Management System (HRMS) is the enterprise HR and payroll system for state government. HRMS captures and distributes statewide personnel, payroll and financial data, and produces paychecks for approximately 70,000 employees in more than 100 agencies.

## **State Payroll Services**

Since automating payroll in the late 1950s, Washington has never been late on a state payroll. The current system, first implemented in 2006, has extended that record and increased the capability and flexibility of the state's HR data base. The Enterprise Services team





Learn more: http://www.hr.wa.gov/payroll/ESS/Pages/NoPrintEarningsStatements.aspx

## Employee Self Service (http://www.hr.wa.gov/payroll/ESS/)

- State employees can access Employee Self Service (ESS) online to view their earnings statements, or update personal HR data such as their mailing addresses, email addresses and emergency contact information.
- **ESS Leave Tool** State agencies have the option to use the ESS Leave Tool, an online application that enables employees to request leave and managers to approve leave. Learn more: <a href="http://www.hr.wa.gov/payroll/ESS/Pages/AutomatedLeave.aspx">http://www.hr.wa.gov/payroll/ESS/Pages/AutomatedLeave.aspx</a>

#### **Business Intelligence (Reports)**

The Business Intelligence (SAP BI) application retains a historical record of HRMS data and is used to generate a variety of agency-specific and statewide reports. BI is a valuable planning tool for individual agencies and the state enterprise. For information about Workforce Data and Planning see: <a href="http://www.hr.wa.gov/WorkforceDataAndPlanning/Pages/default.aspx">http://www.hr.wa.gov/WorkforceDataAndPlanning/Pages/default.aspx</a>

#### **Contact Information**

The Service Center is the contact point for HRMS users.

Email: servicecenter@des.wa.gov | Phone: (360) 664-6400 | Fax: (360) 407-9178

Employment Verification: (360) 407-8422 | TTY: WA Relay Service 7-1-1 or 1-800-833-6388